



General

Ser. 15

Approved For Release 2001/09/03 : CIA-RDP85-00988R000100110010-9

Administration

Washington, DC 20405

Executive Registry

80-4843/1

OCT 18 1980

DD/A Registry

80-1704/1

## MEMORANDUM TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Federal Shuttle Vehicle Services

The President, in his memorandum of July 23, 1980, subject: Energy Efficiency in Federal Transportation Activities, directed each Executive Department and Agency to take actions to increase energy efficiency in the transportation sector.

The Interagency Federal Energy Policy Committee (656 Committee) has been delegated the task of coordinating implementation and compliance with this directive. Under this authority, I am requesting that each of you take appropriate action to allow Federal personnel traveling on official business to ride on any Federal shuttle vehicle, providing that personnel of the agency controlling the vehicle always have priority.

This action is requested in recognition that many agencies currently limit the use of their shuttle vehicles to their own agency personnel. This policy is unnecessarily restrictive since oftentimes there are personnel traveling the same or similar routes who could utilize the service.

"Opening up" the Federal shuttle vehicle system to all Federal personnel is a modest first step toward reducing our fuel consumption. Greater benefits should accrue through the coordination of shuttle vehicle services with other agencies in the same geographical area and through the reduction or elimination of shuttle routes which parallel mass transit routes.

Previous studies have shown prospects for shuttle consolidation are greatest in the Washington Metropolitan area. Therefore, the "656 Committee" is undertaking a review of existing shuttle vehicle services in the Washington Metropolitan area. To that end, each agency is requested to submit a report on existing services within 60 days of the date of this memorandum. The attached format is to be used for submission of the report.

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2.

Please submit reports to:

Mr. Peter T. Glading, Chairman  
Transportation Working Group  
of the "656 Committee"  
General Services Administration (TM)  
Washington, DC 20406

Telephone: (202) 275-5405

I am hopeful that this review will yield recommendations with significant fuel saving potential.

Sincerely,



R. G. FREEMAN, III  
Vice Chairman, "656 Committee"

Enclosure

ATTACHMENT

WASHINGTON METROPOLITAN AREA

SHUTTLE VEHICLE SERVICE SURVEY

For the purpose of this survey, shuttle vehicle service is any regularly scheduled transportation provided between two or more buildings or locations.

1. Department or agency: \_\_\_\_\_
2. Does your agency provide shuttle vehicle services within the Washington Metropolitan area?
  - ☐ YES. Please complete the remaining questions.
  - ☐ NO. Omit remaining questions, sign and return.
3. Answer the following only once for each department or agency if the answers are the same for all routes in the Washington Metropolitan area.
  - a. What is required for personnel to board shuttle vehicles operated by your department or agency?
    - ☐ ID card
    - ☐ Token
    - ☐ Shuttle pass
    - ☐ Sign Manifest
    - ☐ Other (specify) \_\_\_\_\_
  - b. Are personnel from other Federal agencies allowed to board shuttle vehicles operated by your department or agency under existing policies?
    - ☐ YES ☐ NO
  - c. Are shuttle schedules published?
    - ☐ YES ☐ NO

Where? \_\_\_\_\_

4. Attach a schedule for each shuttle vehicle route operated by your department or agency. Indicate the number of schedules attached: \_\_\_\_\_.

Provide the following information as an attachment thereto:

- a. A map indicating the route, if available.
  - b. Miles one way from origin to destination, in case of loop route, from origin back to origin.
  - c. The type and seating capacity of the vehicle(s) used on the route.
  - d. The ownership of the vehicle(s).
  - e. Whether the route is used for passenger, mail or freight service.
  - f. Average number of passengers boarding the vehicles on each route per day.
  - g. Estimated cost to provide this shuttle service on a yearly basis (Cost estimates should include ownership or lease cost of vehicle; fuel and lubricants; maintenance costs; personnel costs).
  - h. Reason each route was established.
5. Attach the policies which cover the shuttle vehicle service.
6. Person to contact if additional information is required:

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Telephone: \_\_\_\_\_

PSP

9 DEC 1980

MEMORANDUM FOR: Mr. Peter T. Glading  
Chairman, Transportation Working  
Group of the "656 Committee"  
General Services Administration

SUBJECT: Federal Shuttle Vehicle Services

REFERENCE: Memo to Heads of Executive Departments  
and Agencies, fm Vice Chairman, "656 Committee"  
dtd Oct 18, 1980, same subj.

1. This Agency operates a very limited shuttle service between our Langley, Virginia, Headquarters facility and other Agency-occupied buildings primarily in the Northern Virginia area. With the exception of the Bureau of Public Roads, there are no other government agencies in the immediate vicinity of our Headquarters facility.

2. While we support the energy conservation efforts of the "656 Committee," opening our limited shuttle service to non-Agency employees would present a number of security-related problems and, due to our remote location, would not result in a meaningful savings of energy. Additionally, our shuttle service is already operating near full capacity and an increase in ridership would result in the necessity to purchase additional vehicles. Regrettably, therefore, this Agency cannot contribute to the goal of fuel conservation through the consolidation of shuttle services.

3. Please contact [REDACTED] on telephone number [REDACTED] should additional information be required.

/s/ James H. McDonald

James H. McDonald  
Director of Logistics

cc: ER  
DDA

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